

SCHOHARIE COUNTY PERSONNEL DEPARTMENT ANNOUNCES  
CIVIL SERVICE OPEN COMPETITIVE EXAMINATION FOR:

**DEPUTY SHERIFF (JAIL) - #69-746**

DATE OF EXAMINATION  
MARCH 19, 2005

\*EXAMINATION FEE - \$12.50

LAST FILING DATE  
JANUARY 10, 2005

SALARY: Starting salary - \$26,736. (2004 salary)

ELIGIBLE LIST: The list resulting from this examination will be used to fill vacancies as they occur in the Schoharie County Sheriff's Department.

AGE REQUIREMENT: Eligibility to be appointed as a Deputy Sheriff begins at age 20. Candidates are eligible to take the examination at age 19 or older.

RESIDENCE REQUIREMENTS: An applicant must have been a legal resident of Schoharie County or one of the six contiguous counties of Albany, Delaware, Greene, Montgomery, Otsego or Schenectady for at least thirty days immediately preceding the test date. The hiring authority may give preference to applicants who live within its jurisdiction.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.  
The education requirement must be satisfied before the date of the exam.

SPECIAL REQUIREMENTS:

1. Possession of a NYS driver's license at the time of appointment.
2. You must be a United States citizen.
3. Successful completion of NYS Commission of Corrections training.

NOTE: Conviction of a felony **WILL** bar employment as a Deputy Sheriff (Jail).  
Conviction of a misdemeanor **MAY** bar employment as a Deputy Sheriff (Jail).

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility on an assigned shift for the enforcement of rules and regulations governing the custody, security conduct, discipline, safety and general well being of inmates in a county correctional facility. The duties involve considerable inmate contact and supervision in a work, recreation or learning environment. Work procedures are well defined but incumbents must be alert to possibilities of emergency situations arising and exercise sound judgment when problems occur. The work is performed under general supervision of a higher level supervisor with leeway allowed for the exercise of independent judgment in dealing with day- to- day situations in the facility. Does related work as required.

SUBJECT OF EXAMINATION: The written test is designed to test for knowledge, skills and/or abilities in the following areas:

- 1) Applying written information in a correctional services setting;
- 2) Observing and recalling facts and information;
- 3) Preparing written material; and
- 4) Understanding and interpreting written material.

An expanded description covering the types of examination questions to be given is available at the Personnel Office.

A Guide to Taking the Examination for Entry-Level Correction Officer Series is available on the NYS Department of Civil Service Web site at: [www.cs.state.ny.us/msd/map.html](http://www.cs.state.ny.us/msd/map.html) or at the Personnel Office. You may call (295-8374) or write to request a copy.

**CALCULATORS ARE PROHIBITED FOR THIS EXAMINATION.**

\*The required examination fee is twelve dollars and fifty cents, which may be in the form of a check/money order or cash. **ONE** check/money order must accompany **EACH** application. If your application is disapproved, your examination fee will **NOT** be returned to you. Please make check/money order payable to the Department of Personnel and include the examination number.

Applications and announcements are available on our web site @[www.schohariecounty-ny.gov](http://www.schohariecounty-ny.gov)

ISSUE DATE: NOVEMBER 12, 2004

SEE ATTACHED INFORMATION ON STANDARD BACK OF CIVIL SERVICE ANNOUNCEMENT.